

Minutes of KMFRC Board of Directors Meeting Held at the KMCSC Room 2015, 30 March 2015, 7pm

In attendance

Members:

Martine Bouchard – President
 Joan Debie – Vice-President
 David Wu – Secretary
 Sylvain Gagné
 Gary Leblanc
 Julie Dacres
 Heather Hook
 Erin Brady
 Julie Kidson
 Colleen Fairholme - Acting Executive Director

Absent with Regrets:

LCdr B. Kean-Newhook, Padre
 Maj J. Nam, Base G1
 Capt Corey Lamothe
 Maj Lucian Grela


Item	Subject
1	Meeting called to order at 7:04 p.m. by M. Bouchard.
2	<u>Amendment and Acceptance of Agenda.</u> It was motioned by H. Hook and seconded by D. Wu that the current agenda be accepted without amendments.
3	<u>Presentation by Stephanie Van Der Pryt – Community Needs Assessment Project Coordinator</u> The purpose of the CNA was presented, as well as the methodology and findings and recommendations to be done to improve the Kingston Military Family Resource Centre (KMFRC). Improvements to be worked on are communication, expanded programs to cover single individuals, no children couples, school age children, and youth demographics, and to expand the hours of operation of the KMFRC (i.e. evenings and weekends). A discussion was brought up by S. Gagné about online respondents to the survey if they were actually located in Kingston. It was replied that the amount of online was a minority and very little impact was made on the actual survey. Recommendations for improvements were also included in the CNA report that will be reviewed by staff.
4	<u>Acceptance of Minutes from Feb 23.</u> The agenda was amended by J. Debie to have Item 13 changed to adjourn by J. Debie and seconded by H. Hook. It was moved by J. Kidson to accept the amended minutes from February 23 and seconded by J. Debie. Motion passed.

	Reports
5	<u>Base G1.</u> Absent.
6	<p><u>Executive Director.</u></p> <p>The ED discussed auditors that come in annually for wage subsidy from the City of Kingston and the test was passed with great success.</p> <p>The ED also discussed the two good visits in March at the KMFRC, Aaron O'toole and wife Rebecca visited as well as John Price. Very successful visit. All were very pleased.</p> <p>Bill Jones came to visit the KMFRC. Tour of the daycare and presentation was made and Mr. Jones was very pleased.</p> <p>Suggestion by J. Debrie to possibly view the presentations to learn more about the services and programs.</p> <p>West End: ED met with Base Commander on Friday to include a clause in case of dispute in the contract. Will be sent tomorrow and we will have it by April 1, 2015. A tour with the BOD will occur to expand knowledge of the services offered in the West End.</p> <p>May 4, 2015: soft opening. Queens will help with communications and gathering resources for the community.</p> <p>A full-time Youth programmer is posted in July, and her position will be replaced, with a fully bilingual staff. A solution by G. Leblanc was brought up to have the base gym membership work at the Boys and Girls Club.</p> <p>In response to the francophone community, a Foire d'Avril will be organized in the gym on Wednesday April 8 to come and promote their own businesses.</p> <p>PMQ handed back to the base that was previously used for programming, summer camps, and French outreach programs.</p> <p>Training components: Wednesday April 8 AM, conflict resolution workshop and active listening skills and deal with internal and external communications. The staff and board of directors will have this training done annually.</p> <p>Training on intimidation and harassment on Thursday April 9 AM and/or PM with our lawyer from Ottawa. The training will be done in references to our clauses and policies.</p>
7	<p><u>Board Chair.</u></p> <p>Departure: G. Leblanc will be leaving the Board of Directors in the next month. His work was recognized and appreciated.</p> <p>Training: April 9, 2015 United Way training, some members have already confirmed.</p> <p>April 11, 2015 training with Sharon, all directors are required to attend.</p>

	<p>By-Laws: D. Wu will take charge of reviewing and communicating with partners for by-law updates.</p> <p>Policy: Accessibility Policy. A draft has been made for this. Conflict and Harassment Policy was reviewed and updated according to the Ontario legislation. All policies are being looked at.</p> <p>A positive impact at the KMFRC has been recognized. A lot of improvements were made and noticed for all the hard work that the board and staff have been doing.</p> <p>M. Bouchard presented the committee members, purpose, goals, and action plan prepared by J. Debie.</p>
	<p>Old Business</p>
7	<p><u>Annual General Meeting.</u> D. Wu will complete, review and present the AGM minutes for the next monthly meeting.</p>
	<p>New Business</p>
9	<p><u>Accreditation Update.</u> Four centres are part of the pilot project, Halifax, Valcartier, Edmonton, and Kingston. S. Gagné is part of the governance committee to help communicate about accreditation process. Specific questions asked about adhering to the practice of becoming accredited. Document created to help identify where the information can be found, if they are reasonable and if updates need to be done for best practice. This ensures that all policies required are present. When auditors come to the centre, they want to know that it is known, enforced and in place. The written proofs must be supported by the staff at the KMFRC. The by-laws have been reviewed and the policies have been reviewed. Policies go to the sub-committee to be presented to the board to be prepared for a motion. D. Wu suggested having a cross-reference done with the other MFRCs policies in order to have all the policies covered.</p> <p><u>Communication Sub-Committee Update:</u> Communication with Terry was made. He attended a workshop in Cornwall about website rebuilding to include all other groups on one web page with different links.</p> <p>2,700 military families are signed it at the KMFRC; it should be about 8,000. A form was brought where families can fill it out. In the database of families, their information cannot be used to distribute. Terry has been using Facebook for communication which has been a huge improvement.</p> <p>Proposals:</p> <ol style="list-style-type: none"> 1. A newsletter was proposed with information of the KMFRC and the Board of Directors to our current database with inquiry of the desire to receive a newsletter. 2. Communicating through families through the children’s school and school boards. 3. Use of the CRIC. 4. Family Network – having family reps on the base, more information will be communicated to the board at the next monthly meeting. 5. Looking to create a closed Facebook page for BOD and KMFRC staff for training purposes. <p>A plan and strategy will be created shortly and brought forward at the next BOD.</p>

	H. Hook and E. Brady joined the Communication Committee.
	<p><u>Decisions Requested by the ED:</u> Funding request submitted and approval rec'd the next day. A meeting was held with the Base Commander on Friday. A review of the budget breakdown was clearly explained and a fundraising strategy will be reviewed and put in place. Motion moved to approve the budget by J. Kidson and seconded by H. Hook. Motion passed.</p> <p>By January of next year, a training component will be completed by all staff. United Way provided the Accessibility Policy. A KMFRC Accessibility Service Standards Policy was created and presented to the board. Due to some minor changes, a complete copy will be sent out electronically to all Board members.</p>
11	<u>Training Opportunity.</u> Additional training opportunities in liaison with the fundraising and communications committee will be attended by some board members.
12	<u>Next Regular Meeting.</u> The next regular monthly meeting will be held on Monday, April 27 2015, KMFRC CRIC @ 1800 (6 p.m.)
13	<u>Adjournment.</u> The meeting was adjourned at 9:46 p.m. by H. Hook and seconded by J. Dacres.

J. Dacres
Secretary


M. Bouchard
President